



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
WASHINGTON, D.C. 20372

IN REPLY REFER TO

BUMEDINST 5400.4 07
~~BUMED-02D MEDCOM-01~~ 01
12 October 1979

BUMED INSTRUCTION 5400.4

From: Chief, Bureau of Medicine and Surgery
To: All Internal BUMED Codes

Subj: Utilization of Reserve personnel at BUMED; policy and guidelines
for

1. Purpose. To provide policy and guidelines concerning the utilization of Naval Reserve medical personnel at the Bureau of Medicine and Surgery for annual active duty for training (ACDUTRA) and for periods of temporary active duty (TEMAC).
2. Background. In the past, various divisions, departments, and branches have expressed a requirement for Naval Reservists to perform ACDUTRA or TEMAC at this headquarters for the purpose of assisting on special projects. In some instances, reserve personnel have reported to and departed from the Bureau without the courtesy of either an entry or exit visit to Chief, BUMED. In other instances Naval Reservists have reported to the Bureau with neither the prior knowledge of nor the approval of Chief, BUMED.
3. Policy. Naval Reserve personnel will not be authorized to perform annual ACDUTRA or TEMAC at BUMED unless prior approval is obtained for the performance of such duty. This policy is not intended to deter the use of Reserve personnel at BUMED, but rather it is intended as a control over the wholesale utilization of reserve personnel at BUMED.
4. Procedure. The following procedure shall be adhered to:
 - a. When a requirement exists for Naval Reservist ACDUTRA/TEMAC assistance, the division director or branch head shall notify MED-02D of the requirement, provide the name, grade/rate, home address, and telephone number of the individual desired, and identify the project to which he or she will be assigned.
 - b. MED-02D will provide this information to MED-51 and will request Chief, BUMED approval.
 - c. MED-02D will then notify the individual reservist, the division director/branch head, and the appropriate Naval Reserve Readiness Command of approval or disapproval. If the individual is approved for duty MED-02D will provide the proper reporting instructions to the readiness command for inclusion on the member's application for ACDUTRA to the Chief of Naval Reserve.

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d. Upon arrival at BUMED, the appropriate division director/branch head will arrange for a courtesy visit to Chief, BUMED, will ensure that orders and records are delivered to MED-511, and will assist in arranging for parking privileges, if necessary.

e. The division director/branch head will also ensure that a fitness report or enlisted evaluation, as appropriate, is submitted prior to the individual's detachment.


W. P. ARENTZEN

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